



## INSTRUCTIONS FOR REQUESTING PAYMENT for Cooperative Agreements

Rev. March 2015

### OVERVIEW:

**Preparing Your Request:** To request your cooperative agreement funds from the National Endowment for the Arts (Endowment or NEA), you must complete a **Request for Advance or Reimbursement (Payment Request)** form, available at [www.arts.gov/manageaward](http://www.arts.gov/manageaward). Follow the instructions below carefully. Confirm that your [SAM registration](#) is current; payment cannot be made to an organization whose status in SAM.gov is not active.

**Receiving Your Funds:** If your payment request form is completed correctly, you can generally expect to receive payment within 30 days from the date it was submitted. Please plan accordingly.

### STEP BY STEP INSTRUCTIONS:

**Section 1.** The agency's name is completed for you.

**Section 2.** Enter your **Cooperative Agreement Number** (e.g., DCA 2015-XX, DCA 2014-XX, DCA 13-XX).

**Section 3.** Type of Payment Requested:

- a. Check **ADVANCE** if you wish to receive Federal funds for expenditures you expect to incur and pay within 30 days (or less) from the date you submit this form.

Check **REIMBURSEMENT** if you are asking the Endowment to reimburse you for expenditures already paid for this cooperative agreement.

Check **both** if you are requesting a **combined** reimbursement and advance.

*All costs must be incurred within the period of performance indicated on your award letter (or as amended).*

- b. Check **FINAL** if this will be the last (or only) payment you are requesting on this cooperative agreement; otherwise check **PARTIAL**.

**Section 4.** Indicate the method used to record costs in your accounting ledgers. (If you are not sure, ask your Finance office or bookkeeper.)

If you recognize expenses only as you pay them, check **CASH**.

If you recognize expenses before paying them, check **ACCRUED EXPENDITURES**.

**Section 5.** If this is your first payment request for this cooperative agreement, enter "1." For your second, enter "2," etc.

**Section 6.** You **must** enter your "**Taxpayer Identification Number**" (also known as "Employer Identification Number"). This nine-digit number is assigned to your organization by the Internal Revenue Service (IRS).

**Section 7.** Indicate the expenditure **period covered by this payment request**.

*This is not the same as the overall period of performance stated in your award letter. This expense period must fall **within** the stated period of performance, since Endowment funds cannot be used for costs incurred outside of your*

*period of performance without an approved time amendment. Do not expect to receive any funds before the start date of your award.*

The "**From**" date should reflect the earliest date for which the costs reported were incurred. Remember, this date can be no earlier than the first date of your period of performance.

The "**To**" date can be no more than 30 days from the date you submit this form. And, it cannot be later than the last date of your period of performance.

**Section 8.** Enter the **official IRS name and the address** of your organization.

*This should be the official cooperator's name, not the "on behalf of" organization or other component.*

**Section 9. Computation of Amount Requested:**

*Round your payment request to the nearest dollar and consolidate requests so that the amount of Federal funds requested at any one time is at least \$1,000. If you are drawing down funds in installments, remember that each subsequent request must reflect cumulative expenditures, and any NEA funds previously received for the award.*

- a. **Total project outlays to date:** Enter all allowable project costs that have been incurred and/or paid as of the date listed.

*Report actual expenditures; do not simply reiterate your original budget. All costs claimed must be allowable and appropriate expense documentation (e.g., contracts, receipts, invoices, payroll records, cancelled checks, etc.) must be maintained and available for submission upon request. Refer to the General Terms and Conditions on the [Manage Your Award](#) section of our website for more information*

- b. **Estimated net cash outlays needed for 30-day advance:** Include funds here only if you are requesting an advance of Endowment funds to cover expenses to be incurred within 30 days or less from the date you submit this form.

- c. **Total:** The sum of line a plus line b will calculate automatically.

- d. **Recipient share of amount on line c:** Enter the total amount of non-Endowment funds (aka, your share or "the match") represented in the amount on line c.

- e. **Endowment share of amount on line c:** The form will calculate the difference between line c and line d. However, the Endowment share cannot exceed the amount of your award.

- f. **Endowment payments previously requested:** Enter all Endowment funds previously requested for this cooperative agreement.

- g. **Endowment share now requested:** Line g will automatically calculate based upon the previous fields. This is the amount you are now requesting. Remember, these funds must be disbursed immediately upon receipt.

**Section 10. Progress Report.** Unless otherwise stated section B or D of the cooperative agreement, a progress report is required only once during the period of performance. It must be provided the first time the **cumulative amount requested exceeds two-thirds of the award amount**. We will not be able to process your payment request if it is not accompanied by the required and acceptable progress report.

*The progress report can be brief (sufficient for the space provided in the box) and should include a description of all activities supported by the cooperative agreement that have been undertaken since the period of performance start date, and a list of cooperative agreement-supported activities scheduled for the remainder of the period of performance. If you are submitting your payment request in conjunction with your Final Report materials, you may refer to the Final Descriptive Report as your progress report.*

**Section 11. Authorizing Official.** All requests must be submitted by an Authorizing Official.

For parent organizations of approved independent components, this Authorizing Official must be a representative of the **parent** organization.

Colleges and universities may **delegate authority to a fiscal officer** to submit payment requests. If the Endowment cannot verify the name and title of the individual submitting a request via the organization's website, etc., the cooperator should provide written authorization to the Grants & Contracts office confirming the person's role and authority.

For additional information about Authorizing Officials, see [General Terms & Conditions for FY 2015 Grants and Cooperative Agreements to Organizations](#), Section 5.

Submission of a payment request indicates that the cooperator agrees to **all** the terms and conditions of the award, including the Assurance as to Labor Standards outlined on page 2 of the request form.

The complete text of 29 CFR Part 505 Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities is available online [here](#).

**Section 12. Bank Information.** You **must** complete this section in order to receive your cooperative agreement funds. Funds will be transferred electronically to your bank and deposited directly into your account as an automated clearing house payment.

The sample check below will assist you in identifying your routing and account numbers. The **Routing Number (RTN)** must be nine digits.

**Sample Check**

OTIS PUPETTE  
SINDEE PUPETTE  
123 Main Street  
Anyplace, MD 20901

PAY TO THE ORDER OF \_\_\_\_\_ 19

\$ 5777

DOLLARS

ANYPLACE BANK  
Anyplace, MD 20901

For \_\_\_\_\_

15-00000000

250250025 202020186 5777

**9-digit routing number (RTN)**

**checking account number**

**Do not include the check number**

*Note: These numbers may be in slightly different places on your check. Please contact your financial institution to verify the correct routing and account numbers.*

*Additional tips: If the first two digits of the RTN are not 01 through 12 or 21 through 32, the direct deposit may be rejected. Your check may state that it is payable through a bank different from the financial institution at which you have your checking account. If so, do not use the routing number on that check. Contact your financial institution for the correct routing number. The checking account number can be up to 17 digits (no letters). Include hyphens but omit spaces and special symbols. Do **not** include the check number. Funds can only be transferred directly to an ACH checking or savings account.*

**It is important to make sure that your bank's ACH RTN and your bank account numbers are correct on each payment request form you submit.** An incorrect number will prevent your bank from crediting your account. We do not retain your banking information and will not be able to transfer account information from a previous request.

To verify receipt of funds, **call your bank**, not the Endowment. You must ask your bank if they received an ACH payment (do not use any other term) to your account.

### **SUBMITTING YOUR REQUEST:**

You may **E-MAIL** or **FAX** your requests to the Grants & Contracts Office at:

E-MAIL: [grants@arts.gov](mailto:grants@arts.gov)

FAX: (202) 682-5610 or (202) 682- 5609

**Do not send a duplicate hard copy.**

*NOTE: The delivery of first-class mail to NEA has been delayed since October 2001. Delays are expected to continue for the foreseeable future. If you do not FAX or E-MAIL your payment request, please consider using an alternative delivery service.*

### **COOPERATOR ASSISTANCE:**

If you have any other questions, please e-mail us at [grants@arts.gov](mailto:grants@arts.gov) or call the Grants & Contracts Office at (202) 682-5403.